

"Finding Our Niche; Keeping Our Character"

2008 Montana Governor's Conference on Tourism & Recreation

Holiday Inn SunSpree Resort • West Yellowstone, Montana

April 17-18, 2008

EXHIBITOR INVITATION

The State of Montana would like to invite your organization to exhibit at its annual **Governor's Conference on Tourism and Recreation, April 17-18, 2008**. This conference offers excellent educational sessions and an opportunity to network with others in the tourism business. For additional information, check the conference website at www.travelmontana.mt.gov/conference.

Costs and Services

The charge for each displaying company is **\$350**. Each booth space is 8 feet wide by 4 feet deep and includes draped backwalls, sidewalls, table, one chair and electricity (if required), and includes conference registration fee for one organization/business representative. The registration fee for each additional representative is \$120. **Exhibit security is the sole responsibility of the exhibitor.**

Special Features for Exhibitors

Group breaks on Thursday, April 17th and Friday, April 18th; a no-host reception in the exhibit area Thursday evening; a showcase luncheon on Friday afternoon; and a Friday evening banquet dinner. Our Travel Montana Administrator, Betsy Baumgart, will include in her remarks encouragement for attendees to visit the exhibits throughout the conference. Each exhibitor will receive a listing in the official conference program if application is received by March 12th. Friday's luncheon will provide a venue for exhibitors' door prizes to be awarded to conference attendees.

Exhibitor Door Prizes

Each company or organization exhibiting at the Governor's Conference on Tourism and Recreation will be allowed to give away a door prize (**limit 1 item**). The door prize and name of the winner should be provided to Katy Peterson no later than 10:00 a.m. Friday. Door prizes will be awarded during Friday's luncheon.

Attendance

Hotel/motel businesses, magazine representatives, bed and breakfast owners, ranch/resort owners, outfitters and guides, chamber of commerce representatives, federal and state land management agencies and others involved in the hospitality and tourism business in Montana attend the Governor's Conference on Tourism and Recreation.

Lodging

Holiday Inn SunSpree Resort, (406-646-7365 or www.DoYellowstone.com) is the conference headquarters. The Holiday Inn is offering a special conference rate of \$69.00 plus 7% accommodations tax (single/double occupancy) and 3% resort tax. To receive the special conference room rate, mention the April 17th & 18th **Montana Governor's Conference on Tourism & Recreation** when making reservations. The room block will be held until April 12, 2008. If you are interested in other lodging options at the conference rate, visit the conference website at www.travelmontana.mt.gov/conference/otherinfo.asp

Cancellation Policies

Cancellations received by **April 3rd** entitle the registrant to a refund of their registration fee. **No refunds will be made after April 3rd**. All cancellation requests must be made in writing to RMS Management Services, 36 South Last Chance Gulch, Suite A, Helena, Montana 59601.

Exhibit Space Reservation

Upon receipt of your Exhibit Space Application by conference management, you will receive a letter of confirmation. A service kit will be sent to you from K&J Convention Services. Registered exhibitors may also access materials for ordering booth supplies, freight services, labor and other information directly off K&J's website: www.kjconventions.com. Show ID is "tourism" (not case sensitive). To reserve space, complete and mail the enclosed space application. For additional information or immediate booth reservation, contact the conference meeting planner **RMS Management Services, 36 South Last Chance Gulch, Suite A, Helena, Montana 59601, 406-443-1160, fax 406-443-4614, or email: skopec@rmsmanagement.com**

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Tentative Schedule

Wednesday April 16, 2008

1:00 p.m. – 7:00 p.m.	Exhibitor Registration & Set-Up
4:00 p.m. – 7:00 p.m.	Conference Registration

Thursday, April 17, 2008

7:00 a.m.	Conference Registration (continued)
7:00 a.m. – 8:30 a.m.	Exhibitor Registration & Set-Up (continued)
8:30 a.m. – 9:45 a.m.	General Session
9:45 a.m. – 10:30 a.m.	Break in Hayden Hall
10:30 a.m. – 11:45 a.m.	General Session
11:55 a.m. – 1:30 p.m.	Luncheon & Feature Presentation
1:30 p.m. – 2:45 p.m.	Concurrent Break-Out Sessions
2:45 p.m. – 3:30 p.m.	Break in Hayden Hall
3:30 p.m. – 4:45 p.m.	Concurrent Break-Out Sessions
4:45 p.m. – 6:00 p.m.	No-Host Reception in Hayden Hall
6:00 p.m.	Free Night in West Yellowstone

Friday, April 18, 2008

7:00 a.m.	Registration
8:30 a.m. – 9:45 a.m.	General Session
9:45 a.m. – 10:30 a.m.	Break in Hayden Hall
10:30 a.m. – 11:45 a.m.	Concurrent Break-Out Sessions
11:55 a.m. – 1:30 p.m.	Luncheon & Exhibitor Giveaways
1:30 p.m. – 2:45 p.m.	General Session
2:45 p.m. – 3:30 p.m.	Break in Hayden Hall
3:30 p.m. – 4:45 p.m.	Concurrent Break-Out Sessions
3:30 p.m. – 5:30 p.m.	Exhibitor Tear-Down
4:45 p.m. – 6:00 p.m.	Free Time
6:00 p.m. – 9:30 p.m.	Reception & Banquet